

Message

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**From:** Ex. 6 - Personal Privacy  
**Sent:** 4/14/2017 7:34:56 AM  
**To:** Ex. 6 - Personal Privacy  
Phillips, Anna [Phillips.Anna@epa.gov]; Kasman, Mark [Kasman.Mark@epa.gov]; Besch, Brianna [besch.brianna@epa.gov]  
**CC:** Ex. 6 - Personal Privacy  
**Subject:** RE: EPA ADMINISTRATOR

Hi Ex. 6 - Personal Privacy

This looks good to me, but I'm adding Anna, Mark, and Brianna from EPA to make sure we have it right. Team EPA, please see below, and note the hotel needs to secure the rooms by April 21. (The only thing missing from the budget are the hotel costs in Bologna. Once we plug that in, the master budget will be complete and we can send it to EPA. Ex. 6 - Personal Privacy can you please check with our Ambiente friends and see if a decision has been made for the staff hotels?) Even if we get an answer soon, it seems that it would take longer to get the fiscal data, so credit card holds may be the way to go.

Also, flights haven't been finalized, but would imagine when they are that we'll need to ask for early check-in.

Thanks Ex. 6 - Personal Privacy

Ex. 6 - Personal Privacy  
Environment, Science, Technology & Health Counselor  
U.S. Embassy Rome

Ex. 6 - Personal Privacy

Official  
UNCLASSIFIED

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**From:** Ex. 6 - Personal Privacy  
**Sent:** Friday, April 14, 2017 9:22 AM  
**To:** Ex. 6 - Personal Privacy  
**Cc:**  
**Subject:** EPA ADMINISTRATOR

Hi Ex. 6 - Personal Privacy just wanted to touch base with you on the hotel side.  
As requested I have cancelled the reservation at the Westin and kept the one at the Hotel Regina Baglioni.

Room cost in single occupancy is euro 326.00 per night including breakfast and all taxes.  
The Suite ( with two bedrooms connecting ) for the VIP will cost euro 1540.00 , all included.  
We have a total of 10 rooms reserved as follows:

31<sup>st</sup> May – 9<sup>th</sup> June – 10 nights – 2 rooms  
HUPP  
Admin Ex. 7(e)

31<sup>st</sup> May – 10 June – 11 nights – 2 rooms  
KASMAN  
Admin. Ex. 7(e)

5<sup>th</sup> June – 10<sup>th</sup> June – 5 nights – 1 Suite + 5 rooms

PRUITT

Admin. { Ex. 7(e) }

DRAVIS

FERGUSON

NISHIDA

The hotel will hold the rooms without commitment until the 21<sup>st</sup> of April and by then I will need either a fund cite or all the credit cards ( and names too ☺ )

My understanding is that no Control Room has been requested.

Do you know when the Delegation will be checking in ? Because check in time is 2.00 pm.

Please let me know if all looks good.

Will wait to hear from you

Thank you

Ex. 6 - Personal Privacy

Ex. 6 - Personal Privacy

Visitor Unit Assistant

Embassy of the United States of America

Rome, Italy

Tel: + { Ex. 6 - Personal Privacy }

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Privacy/PII

This email is UNCLASSIFIED.